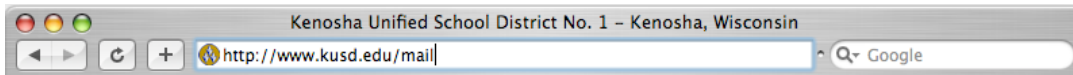


Accessing and Logging in to Outlook Web Access

Outlook Web Access (OWA) is the email application that KUSD provides for District employees. Follow these directions to get to and log in to the District's OWA Web site. You can create a link in the Bookmarks Bar so you can get to KUSD's OWA site with a single click.

- 1 Start Safari. (In the Dock, click the icon that looks like a compass.)
- 2 Go to OWA.
 - In the address bar, enter the OWA address.
 - ▶ <http://www.kusd.edu/mail>



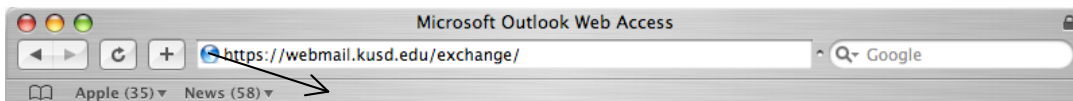
▶ Press Return

- Enter your Name and Password.

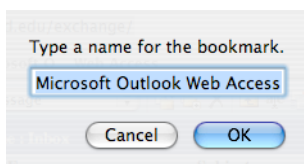
A screenshot of the Outlook Web Access login page. It features a compass icon on the left. The text reads: "To view this page, you need to log in to area 'webmail.kusd.edu' on webmail.kusd.edu. Your log-in information will be sent securely." Below this are two input fields: "Name:" and "Password:". There is a checkbox labeled "Remember this password in my keychain". At the bottom are two buttons: "Cancel" and "Log In".

Press Return or click Log In.

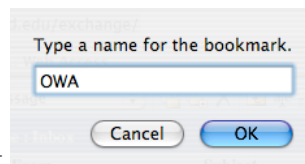
- Grab the Web site's icon in the address bar and drag it to any spot on the Bookmarks Bar.



- You can either keep the name Outlook Web Access



or you can shorten it



to conserve space.

- In the future, you can just click this link to get to the site and then enter your name and password.

